

Travel Advance Procedures
Fort Worth District

Travel advances are issued only when an exemption is granted from the mandatory use of the government travel charge card as mandated in Public law 105-264. This requirement is codified at 41 CFR Part 301-51.1.

Travel advances must be requested electronically in CEFMS and a hard copy DD Form 1351, Travel Voucher, must be approved by the District Finance and Accounting Officer and faxed to the USACE Finance Center (UFC). To request a TDY advance complete the following steps:

1. Enter a Y in the Advance Requested field on the CEFMS Travel Order Create/Update screen 12.1.
2. Complete a hard copy DD Form 1351. This form can be found in the Form Filler software.
 - a. Check block 1 in section I.
 - b. Complete 1-6 in section II. The advance amount entered in block 6 of section II may not exceed eighty (80) percent of the sum of M&IE, lodging, and miscellaneous expenses. UFC will only issue advances that are greater than \$100.00.
 - c. The Approved for Payment signature block for Section IV is Ramona N. Collins, Finance and Accounting Officer.
 - d. In part VI type the work item and appropriation under accounting classification and the amount of the travel advance request.
 - e. Please include a justification for the advance i.e. infrequent travels, temporary employee in part V remarks.
3. Deliver or fax (817-886-6428) the DD 1351 and a copy of the travel order, DD Form 1610, to the District Finance Officer for her approval. Please include your fax number for the return of the signed form 1610
4. Upon return of the signed copy, the originating office will fax (901-874-8570) the approved DD Form 1351 and copy of the orders to the UFC.
5. The UFC Travel Division will certify advances for payment ten (10) days prior to start of travel.
6. The UFC will forward travel advance to the traveler by Electronic Funds Transfer (EFT) or regular mail only. The UFC has discontinued use of priority or overnight mail. When EFT is first requested ten days must be allowed for the first payment. To ensure timely receipt of advances, EFT is the recommended method of payment for travelers. The address in the Employee Travel Information Screen 10.131 is the official mailing address for travel advances, TDY reimbursement checks and the payment advice notices/IATS computations mailed for EFT payments. Employees are advised to maintain a current address in CEFMS (screen 10.131). Individuals can change information in this screen.